



Project Information
ROUTE SHEET ON BACK TO BE COMPLETED

Project Name _____

Project Address _____

District _____ Land Lot _____ Parcel _____ Zoning _____

Is your residential development (**CIRCLE ONE**): Apartments / Townhomes / Single Family Homes

Total Number of Lots/Units _____ Are the streets (**CIRCLE ONE**): Public / Private

Sewer or Septic _____ Site Acreage _____ Disturbed Acreage _____

Owner Name _____

Owner Address _____

Owner Phone _____ Owner Email _____

24 Hour Contact _____

24 Hour Contact Address _____

24 Hour Contact Phone _____ Contact Email _____

Developer _____ Designer _____

Applicant's LDP Permit Checklist

DEVELOPMENT PERMIT

FINAL PLAT

- | | | |
|---|---|---|
| <input type="checkbox"/> Approved Flood Study | <input type="checkbox"/> Approved Hydrology Study | <input type="checkbox"/> Performance Bond |
| <input type="checkbox"/> NOI/DNR/EPD Receipt/Fees | <input type="checkbox"/> DOT Right of Way Plans | <input type="checkbox"/> Recorded Covenants |
| <input type="checkbox"/> Erosion Control Bond | <input type="checkbox"/> Approved Lighting Plan | <input type="checkbox"/> CDC Package |
| <input type="checkbox"/> Natural Gas Installation Agreement | <input type="checkbox"/> Street Department Approval | <input type="checkbox"/> Maintenance Bond |
| <input type="checkbox"/> Letter Notification to School | <input type="checkbox"/> USPS Cluster Box Approval | <input type="checkbox"/> As-Built Hydrology/ Pond As-Built |
| <input type="checkbox"/> LIA Soil Erosion Approval | <input type="checkbox"/> Digital Copy (PDF) | <input type="checkbox"/> Maintenance Agreements (Storm Water, Ret. Walls) |
| | | <input type="checkbox"/> GDOT Notification of Local Road Activity |

For Office Use Only

Submittal Date _____ Development Permit# _____

Type of review (**CIRCLE ONE**):

Concept Plan / Grubbing Plan / Clearing Plan / Grading Plan / Development/Site Plan / Preliminary Plat / Final Plat / Exemption Plat / Minor Review / Other

FINAL APPROVAL
See Page 2 for other approvals

City of Sugar Hill Planning and Development Department Director Approval		Applicable / Not Applicable
Signed: _____	Print Name: _____	Date _____
Conditions: _____		

Reviewing Agency or Department - BY SIGNING BELOW, YOU HAVE APPROVED OF THE APPLICABLE PROPOSED PLANS AND AUTHORIZED THE CITY OF SUGAR HILL TO ISSUE APPROPRIATE PERMIT.		Applicable/NA (Circle One)
City of Sugar Hill Soil Erosion and Sedimentation Control Approval 770-945-6734		Applicable / Not Applicable
Signed:	Print Name:	Date
Conditions:		
Gwinnett County Environmental Health Department 770-963-5132 (Septic Tanks and/or associated structures)		Applicable / Not Applicable
Signed:	Print Name:	Date
Conditions:		
Department of Transportation (Construction in right-of -way) STATE RIGHT OF WAY 770-339-2308		Applicable / Not Applicable
Signed:	Print Name:	Date
Conditions:		
City Street Department Approval Joe Appling, Public Works Superintendent 770-271-2137		Applicable / Not Applicable
Signed:	Print Name:	Date
Conditions:		
City of Sugar Hill Gas Department Matt Allen, Gas Department Supervisor 770-271-2137		Applicable / Not Applicable
Signed:	Print Name:	Date
Conditions:		
Electrical Provider Lighting Plan Approval - Sign or provide email approval GA Power – William Canady 770-740-7660 whcanady@southernco.com SAWNEE Electric- Jay Nelms 678-455-1586 / 678-773-3885 jay.nelms@sawnee.com		Applicable / Not Applicable GA PWR / SAWNEE ELECT
Signed:	Print Name:	Date
Conditions:		
United States Postal Service Address Management and Cluster Box Approval Vicky Reed: vicky.a.reed@usps.gov Marcy Maddox: 770-335-3123 marcy.d.maddox@usps.gov - Sign or provide email approval		Applicable / Not Applicable
Signed:	Print Name:	Date
Conditions:		
Gwinnett County Approvals: For Gwinnett County Approvals, provide a screenshot of all approvals from Accella and a PDF stamped plan from Gwinnett.		
Water Review Charli Young: 678-518-6153	Sewer Review Charli Young: 678-518-6153	Plan Review Sharon Cook: 678-518-6017
Gwinnett DOT Michael Johnson: 770-822-7426 Tony Harris: 770-822-7436	Tax Assessor Pam Cashman: 770-822-7219	Addressing Sharon Cook: 678-518-6017
Fire Plan Review Miller Brown: 678-518-6121		